



**Salt Lake City Office**

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Dear Clients,

Considering the current events pertaining to the Coronavirus (COVID-19), we are reaching out to give some guidelines for inspections and plan review services.

We plan on continuing with all services as normal unless the State or Government gives a different direction. We ask that all cities help us protect our field representatives with a few guidelines.

Recommendations have been made to do our best to keep a 6' separation between individuals. Proper social distancing is required to prevent transmission of illness.

Plan reviews will be performed in home when available. Plans examiners will have the ability to pick up plans and go to a designated area deemed to be safe for all parties. If possible, plans should be picked up and dropped off with little to no personal interaction.

When scheduling inspections, we need to advise in-home inspections such as water heater, furnace, and ac units to be inspected later when the situation has changed.

When scheduling all other inspections, we need to advise the permit holder that the area to be inspected needs to be cleared for the inspector as best possible to minimize contact with other people as recommended by the many organizations that are trying to protect the public.

All inspectors will be notified to follow safety procedures to help protect citizens.

If you have any questions, please feel free to contact us.

Thanks,

James Short

A handwritten signature in black ink, appearing to read "J. Short", is written over a light blue horizontal line.